

2002 TEAM NUTRITION TRAINING GRANTS

REQUEST FOR APPLICATIONS

- **Intent to Submit An Application Due February 20, 2002**
- **Applications Must Be Received By April 19, 2002**

An electronic version of this Application is available at <http://www.fns.usda.gov/tn>

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Critical Dates for 2002 Team Nutrition (TN) Training Grants Are As Follows:

January 18, 2002	TN Training Grants for Healthy School Meals Request for Applications issued to State agencies.
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February 20, 2002	Intent to Submit an Application Form Due to FNS.
April 19, 2002	Applications due to FNS.
July 2002	TN Training Grant Awards announced.
September 2002	TN Training Grants in place and funds available.

2002 Team Nutrition (TN) Training Grants

Purpose

The goal of Team Nutrition (TN) is to improve children's lifelong eating and physical activity habits by using the principles of the *Dietary Guidelines for Americans* and the Food Guide Pyramid. For Fiscal Year 2002, Public Law 107-76 authorizes \$4 million in funding for TN Training Grants to State agencies. Through a competitive grants process, funds will be made available for States to assist in the delivery of new and innovative training programs based on one or more of TN's three behavior-oriented strategies:

1. providing training and technical assistance for Child Nutrition (CN) foodservice professionals to help them serve meals that look good, taste good and meet nutrition standards;
2. providing multifaceted, integrated nutrition education for children and their parents. This education will build skills and motivation for children to make healthy food and physical activity choices as part of a healthy lifestyle; and
3. providing support for healthy eating and physical activity by involving school and child care administrators and other school and community partners.

States are encouraged to implement these behavior-oriented strategies through one or more of the six TN communication channels. These include: 1) foodservice initiatives; 2) classroom activities; 3) school-wide events; 4) home activities; 5) community programs and events; and 6) media events and coverage. These channels offer a *comprehensive network* for delivering consistent nutrition messages to children and their caretakers which will educate them about the importance of healthy eating and reinforce the messages through a variety of sources. States may also continue to provide training and implement the USDA resource kit, *Changing the Scene: Improving the School Nutrition Environment – A Guide to Local Action*.

The *Dietary Guidelines for Americans* are a set of recommendations based on the best available scientific and medical knowledge about food choices that promote health and help prevent chronic diseases. The Guidelines were designed to help Americans choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks.

TN develops messages and materials based on the *Dietary Guidelines for Americans* and the Food Guide Pyramid that can be used consistently throughout the country. It promotes training and technical assistance and nutrition education at the State and local levels through established infrastructures.

Training and Technical Assistance focuses on these behavior outcomes for school and child care foodservice professionals:

- Planning and preparing healthy meals that appeal to ethnic and cultural taste preferences in all Child Nutrition Programs;
- Linking meals programs to other educational activities, such as learning in the classroom and developmental progress in childcare;
- Providing nutrition expertise and awareness to the school or child care community; and
- Using sound business practices to assure the continued availability of healthy meals and the financial viability and accountability of school meal programs.

- Improving the school nutrition environment that supports healthy eating and physical activity.

Team Nutrition's nutrition education focuses on four behavior outcomes for children:

- Eat a variety of foods;
- Eat more fruits, vegetables and grains;
- Eat lower fat foods more often; and;
- Be physically active.

Who May Apply

State agencies that administer the National School Lunch Program (NSLP) and/or Child and Adult Care Food Program (CACFP) may apply for a TN Training Grant. However, only **one** application per State may be submitted. States may:

- apply individually; or
- apply as a coalition within their State if there is an alternate State agency; or
- establish a network and apply as a coalition of 3 or more different States.

The State agency that submits the application should include a Letter of Understanding from the alternate State agency(s).

The effectiveness of Team Nutrition can be greatly enhanced through collaboration and coordination with others interested in promoting health and physical activity for children. Such collaboration and coordination can result in delivery of more uniform messages targeting key community nutrition issues and can facilitate use of multiple channels for communicating these messages to children, school staff, and parents. Collaboration with others also helps in promoting system and environmental changes to support a healthy school nutrition environment. FNS strongly encourages collaboration and coordination of efforts with statewide public and private partners to enhance both the reach and efficacy of the TN training efforts.

Funding and Duration

Up to \$4 million is available in Fiscal Year 2002 for TN Training Grants. Through a competitive grants process, TN Training Grants will be funded for the period September 1, 2002 - September 30, 2004. Funding will range from:

- a minimum of \$50,000 up to \$200,000 for an individual State;
- a minimum of \$50,000 up to \$200,000 for a coalition within a State; or
- up to \$500,000 for a coalition of at least 3 different States.

The submission of an application does NOT guarantee funding.

Funding for approved TN Training Grants will be provided through the Grant Award/Letter of Credit process, in

the same manner as other funds, upon receipt of a properly executed Federal-State TN Training Grant Agreement and subject to availability of funding. All TN Training Grant funds must be obligated and all activities under the TN Training Grant must be completed by September 30, 2004.

Use of Funding and Conditions

See Attachment 1 for Terms and Conditions of Award for the TN Training Grants. All costs are subject to allowability consideration in accordance with OMB Circular A-87. The list below is not intended to be prescriptive of the type of training that must be provided, nor is it an exhaustive list of all the possibilities.

Allowable Use of Funds

- **Implementation of one or more of TN's three behavior-oriented strategies through one or more of the six TN communication channels**
 - deliver/promote State conducted training
 - provide train-the-trainer workshops
 - establish an instructors' network for State-wide training
 - needs assessment (shall not exceed 10% of the TN Training Grant)
 - provide sub-grants or mini-grants to TN *enrolled* schools or CACFP centers with specified expectations and criteria. (See Attachment 2 for Guidance for Interpreting Cost Principles of Sub-Grants)
- **Education and Training including expenses for:**
 - tuition
 - cost of trainers
 - travel reimbursement (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and shall not exceed the lesser of State or Federal maximum per diem rates).
- **Personnel Costs**
 - percentage of salary and benefits for project director and key staff equal to their time spent on the grant
 - contracted employees salaries equal to their time spent on the grant
 - substitute pay for teachers and/or foodservice staff to attend training.
- **Materials/Resource Development**
 - a **portion** of grant funds may be used for justified development of needed materials when no existing materials are available, the materials have potential as a national resource, or materials require translations into other languages.¹
 - purchase nutrition education materials
 - printing, duplication and dissemination of existing materials
 - coordination with existing resource centers and libraries, such as FNIC, state's TN web site
- **Technology to Deliver Training**
 - procurement of hardware/software for the purpose of conducting training on one or more of TN's behavior-oriented strategies (shall not exceed 10% of the TN Training Grant for hardware and 10% of the TN Training Grant for software).

Support Provided by USDA

¹ Any materials developed with TN Grant funds should be in PDF format, and be subject to other requirements specified in the Grant Agreement.

USDA develops and provides numerous TN materials for State agencies, schools, and childcare centers to use in the delivery of training programs based on the three TN behavior-oriented strategies, implemented through one or more of the six TN communication channels. The support materials are categorized into:

- Nutrition Education for Children and Their Parents
- School and Community Support for Healthy Eating and Physical Activity
- Training and Technical Assistance for Foodservice Professionals
- Spanish Translations

These materials may be reviewed at <http://www.fns.usda.gov/tn/Resources/index.htm>

Application Review and Grant Award Process

Technical Evaluation Criteria

All applications that meet the published deadline for submission will be screened for completeness and conformity to the requirements of this announcement. Applications meeting the screening requirements will be reviewed competitively and scored against the criteria outlined in Attachment 3. A panel composed of USDA and other federal agency experts in nutrition, nutrition education and foodservice will convene to determine the technical merit of each grant application and provide a numerical score.

Determination of Grant Awards

The panel will provide recommendation for funding to the determining official. The selection official will consider panel recommendations and may consider additional factors, such as performance under past TN grant awards, geographic distribution or specific agency and/or department priorities.

Determination of Award Amounts

If a State's application has been selected and approved for funding, is well-justified and well thought out, and the budget submission is realistic and well supported, the application will be funded at the level requested. However, USDA reserves the right to fund applications out of ranked order, at a lesser amount if it is judged that the application can be implemented with less, or if Federal funding is not sufficient to fully fund all applications that merit awards, or not to fund an application based on the merit of the application.

Award Notification and Issuance of Funds

Notification of awards will be made in writing to State agencies in July 2002. Issuance of funds will be made prior to the end of September 2002.

Record Keeping and Reporting Requirements

Progress and financial status reports must be submitted to FNS in accordance with this solicitation, the Federal-State TN Training Grant Agreement, and applicable regulations. Progress reports must provide a brief description of the project activities conducted during the reporting period, major accomplishments with completion dates and budget, deviations from the proposed plan, difficulties encountered and solutions developed, and major planned activities for the next quarter.

A final progress report should be a project summary including, but not limited to, lessons learned, future implications within the State, and transferability to other States.

Materials developed with funding from this TN grant must be submitted in PDF format and a hard copy must also be submitted at the end of the grant period. USDA reserves a royalty-free copyright of any materials developed with TN grant funding but this does not necessarily imply any endorsement or approval of the material contents.

Deliverables	Reporting Period	Due Dates
<ul style="list-style-type: none">• First Progress Report• First Financial Status Report	September 1, 2002 to March 31, 2003	April 30, 2003
<ul style="list-style-type: none">• Second Progress Report• Second Financial Status Report	April 1, 2003 to September 30, 2003	October 31, 2003
<ul style="list-style-type: none">• Third Progress Report• Third Financial Status Report	October 1, 2003 to March 31, 2004	April 30, 2004
<ul style="list-style-type: none">• Fourth Progress Report• Fourth Financial Status Report	April 1, 2004 to September 30, 2004	October 31, 2004
<ul style="list-style-type: none">• Final Progress Report• Final Financial Status Report	Project Summary	December 31, 2004

A financial management system shall provide accurate, current, and complete disclosure of the financial status of the project. States will be required to separately track and report TN Training Grant funds in accordance with 7 CFR 3016.41(b), until the TN Training Grant is closed out. The Final Progress Report and Final Financial Report will be due 90 days after termination of the grant award.

Letter of Intent

Any State planning to submit an application for a TN Training Grant should **complete and submit the Intent to Submit an Application form (Attachment 4) by February 20, 2002**. This Intent does not obligate the State in any way, but will provide useful information to FNS in preparing for the application review and selection process.

How to Apply for a Team Nutrition Training Grant

1. Below is a listing of the forms that must be completed and submitted as part of the application. Please submit forms in the order listed with any needed attachments (i.e., resumes, commitment letters, etc.). **Do not attach anything more than what is needed to support the grant application.** Excess content resulting from an unacceptable font, excess pages, or unacceptable attachments will be disregarded by the readers.

_____ **Cover Sheet** (Attachment 5) -- A cover sheet should be the first page of the TN Training Grant application.

_____ **Technical Proposal** --A suggested Technical Proposal Format is included in Attachment 6. Some proposal items are marked as *required* while others are suggested for additional clarity for the review panel.

- Length Limitation -- The maximum acceptable proposal length is 15 single-sided, 8½" x 11" pages (not including required forms in Federal Assistance Package and other specified documentation sheets, memoranda of understanding, agreements, resumes, and letters of commitment.) Conciseness is appreciated. If you can write what you need to say in less than the number of pages allowed, please do so. **Number all pages.** A Table of Contents is optional but recommended.
- Page Format -- Top, bottom, left, and right margins must be 1 inch minimum. Use a 12 point font that does not exceed 6 lines per inch. Text cannot be in column format and pages must be clearly numbered. Applications that are difficult to read may have a negative influence on readers.

_____ **Application for Federal Assistance** (Complete enclosed Application for Federal Assistance Packet, Attachment 7)

- Application for Federal Assistance, SF-424 -- This is a required standard form for applications submitted for Federal assistance.
- Budget Information form, SF-424A -- Budget estimates show how the grant money will be spent, if awarded, by the State agency or by each State in a coalition of States, if applicable. State agencies will be required to account for the TN Training Grant funds separately from other Federal funds. Approved TN Training Grant funds must be obligated and expended in accordance with the amounts indicated on the Budget Information form, SF-424A and must reflect any adjustments made in the approval notification. Indirect costs at the State's approved rate will be allowable under this grant, however, the charging of such costs may not exceed the total grant award amount. **Please note that the submission of an approved indirect cost rate plan is required if indirect costs are charged to the TN Training Grant.**
- Assurances - Non-Construction Programs, SF-424B

- Certifications -- Applicants are required by statute to provide the following forms:
 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters
 - Certification Regarding Drug-Free Workplace Requirements
 - Certification Regarding Lobbying
- 2. Original must be ready for copying, is single-sided, unstapled, unbound and on 8½" x 11" paper. Do not use binders, covers, flat folders, sleeves, or cover letters.
- 3. Submit applications for States applying as a coalition in a single envelope or packet.

Applications must be delivered to the Food and Nutrition Service, USDA on or before **April 19, 2002**. Applications will be accepted until 5:00 p.m. on April 19, 2002. Provide an **original** and **two copies** of each application. Please reproduce copies on white paper. Datafax and/or e-mail of the application is **not** acceptable. Applications should be delivered or mailed to:

Diane Kriviski, Grants Management Specialist
Food and Nutrition Service, USDA
Grants Management Division
Team Nutrition Training Grants
3101 Park Center Drive, Room 738
Alexandria, VA 22302

All questions regarding the application should be referred to Diane Kriviski (703) 305-2049. For clarification questions, whether technical in nature or relating to the application procedures, oral responses via telephone will be given.

Terms and Conditions of Award

This grant will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, and 3019, and the applicable regulations and OMB grant circulars, as described below. **Copies of these documents are available from the Grants Officer upon request.**

7 CFR Part 3015: “Uniform Federal Assistance Regulations” for Entitlement Programs (Reference OMB Circular A-110 Common Rule)

7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)

7 CFR Part 3017: Subparts A-E “Government-wide Debarment and Suspension (Non-procurement)”

7 CFR Part 3017: Subparts F “Government-wide Requirements for Drug-free Workplace (Grants)”

7 CFR Part 3018: “New Restrictions on Lobbying”

7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”

OMB Circular A-21: Cost Principles for Educational Institutions

OMB Circular A-87: Cost Principles for State and Local Governments

OMB Circular A-122: Cost Principles for Nonprofit Organizations

41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations

Use of Team Nutrition Training Grant Funds

Guidance for Interpreting Cost Principles for Sub-Grants

State agencies who award Team Nutrition Training Grants in the form of sub-grants or mini-grants to local school districts and/or schools are expected to provide oversight to these mini-grant recipients in ensuring that grant funds are used for allowable costs. The use of funds must support one of the four Team Nutrition messages, the objectives and work plan of the mini-grant recipient. Team Nutrition's nutrition education focuses on four messages or behavior outcomes for children:

- Eat a variety of foods;
- Eat more fruits, vegetables, and grains;
- Eat lower fat foods more often; and
- Be physically active

Food Cost

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or for demonstrating the making of simple, healthy snacks, is a reasonable request. Team Nutrition funds should not be used to purchase a meal for anyone, especially a breakfast or lunch for which the school may already be receiving federal reimbursement. The key concept is that the food must be demonstrating a Team Nutrition message with an associated educational activity.

Physical Activity

While being physically active is one of the desired behavior outcomes of Team Nutrition, it is not the main mission or focus of the Child Nutrition Programs and expenses should reflect so accordingly. While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies, such as a few classroom jump ropes or hoopla hoops to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are not intended to subsidize the regular physical education program in the school. Nor should the cost associated with physical activities significantly detract from funds for promoting healthy eating.

In no instance should Team Nutrition funds be used to purchase playground equipment, exercise or sports' equipment, sports lessons (such as swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

Promotional/Incentive Items

The purpose of the Team Nutrition Grants is to promote the Team Nutrition messages, not Team Nutrition itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a web site that provides the Team Nutrition messages. Any cost associated with promotions or incentives must be reasonable in comparison to the mini-grant funding.

Staff development and/or substitute pay

If adequate funding is available and acceptable to the State agency, Team Nutrition funds may be used for to hire a replacement for the teacher, school administrator, or school foodservice staff representative to attend training, participate in a planning session or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Gardening

It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specifies a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies such as seeds, potting soil and starter pots for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds should not be used to purchase any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the end of the school's Team Nutrition funding.

Summary

There is limited funding to accomplish the important goal of Team Nutrition to improve children's lifelong eating and physical activity habits by using the principles of the *Dietary Guidelines for Americans* and the Food Guide Pyramid. State agencies will want to ensure that the best use of the limited funding is achieved. In approving use of mini-grant requests for funding, a positive answer should always be the result of the following questions:

1. Is the cost applicable to my grant and the sub-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

Technical Evaluation Criteria

The technical review panel will use each of the following criteria in scoring each proposal. Applications will be reviewed and evaluated to assess the applicant's ability to carry out the project using the following criteria and weights.

Soundness or Merit of Project Design

40 points

Proposal provides justification of the project(s) being proposed.

Proposal objectives clearly describe the objectives and goals of the project, are appropriate to the target audience, are realistic, attainable, assessable, and are relevant to the goals of Team Nutrition.

Proposed project activities are designed to implement new or innovative approaches to implementing one or more of the three TN behavior-oriented strategies through one or more of the six communication channels.

Proposal includes a project timeline and organization chart showing key activities, dates, deliverables, who is responsible for specific activities, and the amount of time committed to each.

Tasks or activities that are to be accomplished are outlined and the timeline provides adequate, realistic periods to complete the proposed activities/tasks.

If sub-grants or mini-grants to schools or childcare centers are to be funded, criteria for funding and plans for oversight are provided.

Organizational Experience and Management/Staff Capability

25 points

Information establishes the organization's credibility and capabilities.

The organization of the project allows sufficient time for proposed tasks, and clearly discusses and demonstrates that effective communication will exist among staff.

Project director and other key staff are identified. Resumes are provided which demonstrate that they have the appropriate technical and experiential backgrounds for their proposed roles.

Letters of commitment are provided for project director, project director's supervisor and key staff.

Budget Appropriateness and Efficiency

25 points

A budget narrative, explaining how costs were derived, is provided. The budget demonstrates how funds will be spent, by whom, and for various categories.

The level of funding requested is economical and reasonable in relation to the proposed scope and effort of the project.

The requested budget demonstrates consistency with project objectives and specific activities planned.

Presentation

10 points

The TN Training Grant Application is well presented, well organized, complete, clear, and succinct. Pages are numbered.

Proposals should be relatively brief and concise, and must be submitted on standard office quality paper using specified margins, font sizes, and is within the acceptable proposal length of 15 pages.

Intent to Submit a Team Nutrition Training Grant Application

If you intend to submit an application for a Team Nutrition Training Grant, please complete the section below and return this form by **February 20, 2002**. This intent does not obligate the State(s) in any way, but will provide useful information to us as we prepare for the review and selection process. The intent may be emailed. Thank you for your assistance. Please submit to:

Clare Miller, MS, RD, Sr. Nutritionist
 Child Nutrition Division
 Food and Nutrition Service, USDA
 Team Nutrition Training Grants
 3101 Park Center Drive, Room 630
 Alexandria, VA 22302
 FAX: (703) 305-2549
 Email: clare.miller@fns.usda.gov

2002 Team Nutrition Training Grant Intent to Submit an Application

Applicant (State agency name and address): _____

Telephone: _____ FAX: _____ Email: _____

Contact Person: _____ Title: _____

Check one:

_____ Individual State application

_____ Coalition within a State (list State agencies) _____

_____ Coalition of States (list States included in the coalition) _____

COVER SHEET

**2002 TEAM NUTRITION
TRAINING GRANT
APPLICATION**

State(s): _____

Contact Person: _____ Email Address: _____

Phone: _____ FAX: _____

An electronic version of this packet is available at <http://www.fns.usda.gov/tn>

Return Completed Application Packet by April 19, 2002

Sample Team Nutrition Training Grant Proposal Format

A successful grant proposal is one that is thoroughly planned, well prepared, and concisely packaged. There are generally eight basic components in a solid proposal package:

1. Proposal summary
2. Introduction to the organization
3. Problem statement (or needs assessment)
4. Proposal objectives
5. Proposal methods or design
6. Proposal evaluation
7. Proposal budget
8. Appendices

Proposal Summary or Synopsis:

- Appears at the beginning of the proposal and outlines the project. It should be brief, no longer than two or three paragraphs.
- It is often helpful to prepare the summary after the proposal has been developed. This makes it easier to include all the key points necessary to communicate the objectives of the project.
- The summary or synopsis becomes the foundation of the proposal. The first impression it gives will be critical to the success of the venture. This synopsis is used to describe the Grant on the TN web site.

Introduction to the Organization:

- The information should be relevant to the goals of the grant and should establish the applicant's credibility.
- *Required* --Identify project director and other key staff of the project. Key staff should include anyone that will have direct responsibility for the implementation of project activities.
- *Required* -Include resumes of key staff. Resumes must be no more than 2 pages.
- Background in nutrition, foodservice, and planning for the project director is highly recommended. If a project director has not yet been identified, a position description should be provided which describes duties, responsibilities and knowledge required for the position.
- *Required* -Include letters of commitment from the project coordinator and key staff. Letter of commitment for at least 33% of time from the proposed project director and a letter of support from his/her current supervisor are required. If the project director is a contracted employee a letter of commitment from the State representative overseeing the contractor is required. Letters of commitment should include the percent of time commitment as well as an understanding of the duties for which the staff will be responsible. Letters of support from collaborators are

helpful.

- If coordination among multiple States, offices, or programs is required, letters of commitment are supplied with the application that provide evidence of coordination and clear understanding of relationships.

Problem Statement (Needs Assessment):

- It should be a clear, concise, well-supported statement of the problem to be overcome or training using the grant funding.
- Zero in on a specific problem you want to solve or training you wish to provide.
- An applicant should include data collected during a needs assessment that would illustrate the problems to be addressed and/or target audience and number to be trained.
- Use statistics to support existence of your problem or issue.
- Set-up the delivery of your goals and objectives.

Project Goals and Objectives:

- The project objectives should clearly describe the objectives and goals of the project.
- Goals are general and offer the reviewer an understanding of the thrust of your program.
- Objectives are specific, measurable outcomes. They should be realistic and attainable. If your objectives make reference to a number to train – make sure it is do-able. Be realistic.
- Applicants should explain the expected results and benefits of each objective.

Project Methods or Design:

- The project method outlines the tasks or activities that will be accomplished with the available resources to meet the proposal objectives.
- Describe in detail the activities that will take place in order to achieve desired objectives.
- Make sure your methods are realistic and cost effective.
- If sub-grants or mini-grants are to be funded to schools and/or childcare centers, the specific criteria for the funding should be stated as well as how the State agency plans to provide oversight of the sub- or mini-grants.
- It is helpful to structure the project method or design as a timeline, with tasks or activities laid out in a schedule over the grant period, with persons responsible for each task. This will allow reviewers to consider what personnel, materials, and other resources will be needed to carry out the tasks or activities.

Project Assessment:

- Applicants should develop criteria to assess progress towards objectives and goals. It is important to define carefully and exactly how success will be determined.
- If you have a problem developing your evaluation process, you better take another look at your objectives.

- Be ready to begin evaluation as you begin your project.

Project Budget:

- A detailed itemized budget is required with supporting narrative and justification for each budget category.
- The budget justification must provide detailed summaries, which clearly itemize the costs associated with the respective line item. For example, for “travel” list total costs of all travel paid with TN Training Grant funds and itemize costs by number of individuals traveling, number of trips involved, lodging, per diem, mileage, etc. Another example would be when providing a breakdown of personnel charges, identify personnel by title and name (if known), percentage of time allocated to the project, the individual annual salaries or a pro-rated amount. Please indicate if fringe benefits are to be treated as part of an approved indirect cost rate.
- The budget should demonstrate consistency with project activities. Divide the budget into categories, such as personnel salaries and benefits, travel, equipment, supplies, contract costs, etc.
- Identify when salaries of key staff will be provided as in-kind contribution.
- When providing other sources of funding for the proposal, please note that SAE funding is not state funding.

Appendices:

- Resumes, letters of commitment, and letters of agreement should be included in the Appendices section.
- Please do not include information not specifically relevant or requested by this Request for Application.

Application for Federal Assistance Packet

- ___ Application and Instructions for Federal Assistance (SF 424)
- ___ Budget Information and Instructions (SF 424A)
- ___ Assurance – Non-Construction Programs (SF 424B)
- ___ Certifications and Instructions
 - Debarment, Suspension and Other Responsibility Matters
 - Drug-Free Workplace Requirements
 - Lobbying

<p>These federal forms are in an electronic version at http://www.fns.usda.gov/tn/Grants/2002app.html</p>
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Appendices